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IN REPLY
REFER TO AQOJ

JUL 6 2 1996

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 96-15, Department of Defense (DOD) Acquisition
Deskbook (INFORMATION)**

This is an **INFORMATION** memorandum. It expires when content is included in **DLAD 5000.4, Contract Management (One Book)**, not to exceed one year. Target Audience: All **DCMC Employees**.

This memorandum addresses information discussed during the June 17, 1996, VTC feature on Internal Process Standardization. Two copies of the **DOD Acquisition Deskbook** automated reference tool, in **CD Rom** format, have been mailed and should be received by each of your field activity offices, customer liaisons, and remote site personnel, in the next week or two. Please provide the widest possible dissemination of this tool, which is in its **Operational Test and Evaluation Phase**. For optimum performance, the **Deskbook** system runs best when installed on a network server. The system is also available by accessing the **Deskbook** world wide web site at URL address: <http://deskbook.af.mil/deskbook.html> and downloading using "ftp" onto a laptop or personal computer.

Each CD received through the mail will contain a Quick Reference Booklet for more information about the **Deskbook** system. Along with the **Federal Acquisition Regulation**, **Defense Federal Acquisition Regulation Supplement**, Service and Agency acquisition regulations, this test release of the **Deskbook** contains the latest version of our **DLAD 5000.4, Contract Management (One Book)**, dated Nov/Dec 95 (same as our **Defense Contract Management Command (DCMC) Homepage** version). The first official release of the **Deskbook** is scheduled for **July 31, 1996**. This release will be distributed in the same manner and will contain the June 96 update to our **One Book**.

Please request that all **DCMC** personnel take the time to access and test the **Deskbook's** capabilities. We think they will find them very beneficial. Personnel should direct any comments they may have directly to the **Deskbook Joint Program Office (JPO)**. Information about the **JPO** is provided on the first page of the **Deskbook** and in the **Quick Reference Booklet**. A copy of any comments should also be provided to Ms. Carol Collins, **DCMC-AQOJ**, via FAX (703) 767-2363 or DSN 427-2363, or via E-mail message at Internet address:

carol_collins@hq.dla.mil. For additional information, Ms. Collins may be reached on (703) 767-2352 or DSN 427-2352.



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